INFORMATION TECHNOLOGY COMMITTEE
August 13, 2013
8:30 am
Conference Room 202

Present: Chairman Ron Niemann, Bob Boyle, Kim Winslow, John Hastie, Becky Taylor, Jason Walter

(1) **Call to Order:** The meeting was called to order at 8:31 am by Chairman Niemann

(2) **Proof of Posting:** Kim advised that the agenda was posted by the County Clerk's office in the Courthouse, Darlington Municipal Building, the Hospital, and on the County's website.

(3) **Action on Agenda:** Motion by Winslow, second by Boyle, to approve the agenda as presented. Voice vote, motion carried.

(4) **Action on Minutes:** Motion by Boyle, second by Winslow, to approve the minutes from the July 15, 2013 meeting as presented. Voice vote, motion carried.

(5) **Purchase of new laptop for Land Conservation Department:** the laptop that Land Conservation currently has has been having problems overheating, and when it does the computer shuts down. Jason and Chris have worked on this laptop several times, with no improvement. So they have been without the laptop for a couple of months now. The quote for a new laptop is $655.83, plus Office 2010 software for $270.00, for a total of $925.83. A motion was made by Boyle, second by Winslow, to approve the purchase of the laptop, subject to approval by the Land Conservation Committee. Voice vote, motion carried.

(6) **Purchase of wireless router for Human Services:** Jason has purchased a new wireless access point to test wireless networks around the county and with the firewall. Jason has had some time to look at the firewall and VLANs and is realizing that it would be easier to just start over from scratch. With the new access point, they will be able to do a lot of VLAN work, it can support up to 8 different wireless networks all on separate VLANs that will be segmented off directly at the firewall and outside users would not have access to anything County-related.   Once Jason is done testing the wireless access at Human Services, he will come back with a specific proposal for what they need.

(7) **Purchase of new computer and monitor for Tax Lister/Assistant Deputy Treasurer:** The Land Records department has received grant money, which must be used for I.T. purposes. Since Krista Paulson does GIS mapping and her computer is on Windows XP and would need to be replaced soon anyway, Mary Jean would like to use that grant money to purchase her a new computer. The quote for a new computer and monitor compatible with the GIS mapping and graphics is $1,820.12. A motion was made by Boyle, second by Winslow to approve the purchase of the new computer and monitor for $1,820.12. Voice vote, motion carried.

(8) **Purchase of a computer and adapter for Finance Director:** Jason advised that Nicola has been having problems with her computer, and Jason and Chris have been "band-aiding" it for quite some time, so they felt it would be better to purchase her a new one than continuing to try and fix the current one. The cost of a new computer tower is approximately $380.00. However, since Jason obtained this quote he has received notification that the computer is no longer in stock. So he will have to get a new quote for a different model. They would also like to purchase a video adapter so Nicola would be able to use two monitors at once. The cost of the adapter is $34.90. A motion was made by Boyle, second by Winslow, to approve the purchase of a new computer and video adapter for the Finance office. Voice vote, motion carried.

(9) **MHLC Business Office upgrades to Manor:** The Hospital is looking to move their business offices to the Manor by October 1st. In regards to the I.T. side of the move, Jason needs to get the Manor's internet service switched from Mediacom to CenturyLink. They have had too many problems with internet connections thru

Mediacom. The next thing he needs to work on is the wiring to the individual offices. They already have VPNs up and running, so the employees will be able to access Hospital data if needed. They have a test computer installed at the Manor right now with various business office applications on it, so they are going to have one of the employees remote in and test to see how well things work. The only other thing Jason may have to worry about in regards to the IT side of the move is purchasing new core switches for the Manor.

Jason will report back on the status of this project at the next meeting.

(10) **Wireless access:** As mentioned in agenda item #6, Jason has purchased a new wireless access point that he is going to test at Human Services. If all goes well, he is going to come back to the committee with a specific proposal for other departments he would like to put a new wireless access point in. Besides Human Services, he would like to put a wireless access point in the Sheriff's Department and the Hospital. With the Sheriff's Department new Arbitrator system, they download videos from their squad cars and it uses up all of the bandwidth. With this particular wireless access point, the downloads would be faster and easier.
For the Hospital, they continually have odd wireless issues because of all of the random equipment they have there. And it would be easier for him to just start from scratch with new wireless access points there.

Jason may then look at putting a wireless access point in the Courthouse for visiting attorneys, the auditors, etc.

Jason will report back on this after he completes the testing at Human Services.

(11) **Purchase of Antivirus Software:** Jason advised that the Symantec subscription has expired, and they have not been happy with the performance of Symantec. They spend quite a bit of time removing viruses from computers that Symantec does not catch. Jason and Chris have been researching various antivirus programs and have found that VIPRE is the best one suited for our needs. The cost of a 1-year subscription to VIPER for 200 licenses is $1,696.00. The cost of a 3-year subscription for 200 licenses is $4,060.00. A motion was made by Winslow, second by Boyle, to purchase the 3-year subscription to VIPER for $4,060.00. Voice vote, motion carried.

(12) **Courthouse Firewall:** Jason is looking to install the new firewall at the Courthouse over Labor Day weekend. He will not need to purchase any new hardware for the firewall, because with the virtualization of other systems going on, there is spare hardware available here. He is then going to install PfSense, which is an open source free program. He has been using it at the Manor and will be using at the Highway Department. It has an interface so you can go to a website and configure it and back it up and it is well-documented. He has also done some testing where he has backed it up and then restored it within a half hour, so if they should ever have any problems there wouldn't be much downtime to get a new one back up and running. Jason likes PfSense because it supports VLANs and other things, and he will be able to simplify the network.

While preparing and researching for this project, Jason has found that there are some things at the City of Darlington on our network. Once Jason installs the new firewall there are some printers or other equipment at the City that have DHCP instead of static IP addresses and will be affected. Jason was wondering how this issue with the City's network and the problems that are going to arise from the firewall change should be handled? Ron suggested that we check with the County Clerk's office to see if there is a contract regarding the services and networking at the Municipal Building, and then have a meeting with Phil Risseeuw and the City's IT representative to discuss these issues.

Jason will report back on this project at the next meeting.

(13) **Time clock upgrade:** Nicola was not in attendance, so this item will be addressed at the next IT meeting. Jason reported that in regards to the IT side of this, it is just a website that would be installed on the server, so there wouldn't be any new hardware needed.

(14) **2011 and 2012 IT audit:** Nicola was not in attendance, so this item will be addressed at the next IT meeting. Becky advised that she has been sending copies of the agendas and minutes from the last two meetings to the representative from Dept. of Health Services to let him know that we are working to address the issues listed in the audit, but that some of the items will not be able to be addressed until Jason & Chris have their AS400 training in September. Becky has not heard anything back from him after sending him the agendas and minutes.

(15) **Hourly technical support charge:** Nicola was not in attendance and has not had time to work on this due to working on the budget, so this item will be addressed at the next IT meeting.

(16) **Remote access software for IT department:** Jason looking at using Ultra VNC, which is a free software. He has been testing it on various operating systems, and it has been working well.

(17) **Purchase of new server for the Hospital:** The Hospital would like to purchase a new server. The current servers at the Hospital are 5-6 years old, and Jason has had to bring in one of his own servers to help run some services that they need. They also have some issues with their Sun file server. The quote for a new server with (5) 1TB hard drives, and a 3 year warranty, is $4,173.01. A motion was made by Boyle, second by Winslow, to approve the purchase of the new server for $4,173.01. Voice vote, motion carried.

(18) **Purchase of new server for the Courthouse:** Jason would also like to purchase a new server for the Courthouse, just like the one quoted for the Hospital. We currently have no hardware for any server replacements, and the server that is currently running Spiceworks is one of his from home. With this new server, it could serve at the file server for the Courthouse, Sheriff's Department, and Human Services, as well as being used for other things. The quote for this server is the same as the one for the Hospital, $4,173.01. A motion was made by Winslow, second by Boyle, to purchase the new server for the Courthouse for $4,173.01. Voice vote, motion carried.

(19) **Monthly IT update:** Aside from the projects already mentioned by Jason earlier in the meeting Jason & Chris have also been busy tracing wires in the server rooms at the Courthouse and Human Services to see what goes where.

(20) **IT vouchers:** Two vouchers were presented for August. The first voucher was in the amount of $10,050.87. It included monthly cell phone bills for Jason & Chris, Chris' monthly mileage, monthly ACS maintenance agreement thru ACS (formerly paid thru Data Processing), and the imaging server agreement thru ACS (formerly paid thru Data processing). The Hospital charges included the purchase of new computers and MS Office software, monitors, an adapter, a new server and server warranty. The Manor had an emergency purchase of a computer tower, and the Sheriff's Department purchased a UPS back-up.

The 2nd voucher was in the amount of $1,326.80, which hard drives for the Hospital's new server.

A motion was made by Boyle, second by Winslow, to approve the two vouchers as presented. Voice vote, motion carried.

(21) **Future agenda items:**   - policy for IT requests
- time clock upgrade
- 2011 & 2012 IT audit
- hourly technical support charge
- wireless access
- MHLC Business Office upgrades at the Manor
- update on Courthouse firewall project

- new email server, software, encryption (bring back at January meeting)

(22) **<u>Next meeting date:</u>** September 17, 2013 at 8:30am

(23) **<u>Adjournment:</u>** Motion by Boyle, second by Winslow, to adjourn the meeting. Voice vote, motion carried.